

APPLICATION FOR EMPLOYMENT

Campbell County Detention Center

Read these instructions carefully prior to completing application. If you have any questions about the application or the information requested you should inquire at the administrative office prior to completion.

If you find any information requested to be objectionable or offensive to you, please state your reasons for same in lieu of answering the question.

The Campbell County Detention Center is an equal opportunity employer and does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in employment opportunities and benefits.

Overview of the hiring and employment process: This application is but one part of the hiring and employment process. Other parts may include an interview, an employment examination or test, polygraph examination, alcohol/drug test and a demonstration of an ability to perform the essential functions of the job. If you need an accommodation in order to complete any part of the hiring and employment process please call the administrative offices of the Detention Center at (859) 431-4611.

Prior to completing this application be sure to read the JOB DESCRIPTION of the position for which you are applying. As you complete this application, please bear in mind the following:

- We reserve the right to check all information for accuracy and completeness.
- All applications for employment are a matter of public record.
- If you need accommodation in order to complete this application, please notify the administrative office of the Detention Center.
- All applicants, due to the public safety nature of the positions, are required to complete all portions of the application.

All applicants need to attach the following information to their application:

1. Birth Certificate
2. High School Diploma or GED
3. Military Discharge (If applicable)
4. Driver's License

**PART I
GENERAL INFORMATION**

Date: _____ Position desired: _____

Are you applying for: Full Time ____ Part Time ____ Either ____

What days/hours are you available? _____

Have you been employed by the Detention Center previously? (circle)

Yes

No

Do you have any relatives, by blood or marriage, currently employed by the Detention Center? (circle) Yes No

Do you have any relative, by blood or marriage, currently employed by the Campbell County Fiscal Court? (circle) Yes No

If the answer to either of the preceding two questions is in the affirmative, state:

Name of relative currently employed _____

What relationship to you _____

Position of relative with Detention Center _____

PART II

PERSONAL INFORMATION

Name: _____

 Last First Middle

Social Security Number: _____

Telephone numbers: Home: _____ Work : _____

Address: _____
 Number Street

City	State	Zip Code
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Are you a U.S. citizen? (circle) Yes No If not, what is your immigration status? _____

Are you over the age of 21? (circle) Yes No

Have you ever been convicted of a Felony? (circle) Yes No

If yes, explain in as much detail as possible: _____

Have you ever been convicted of a Misdemeanor or Traffic Violation?
(circle) Yes No

If yes, explain in as much detail as possible: _____

Do you hold a valid driver's license? (circle) Yes No

If so, State of issue: _____

Date of Issue: _____

Please attach a photocopy of same.

PART III
EDUCATION AND TRAINING

High School Attended: _____

City

State

Do you have a high school diploma? (circle) Yes No

Please list other education you have received:

College/University/Trade or Business Schools attended	City/State	Degree earned, Type of Degree	Major area of Study

List other training received (special courses, work training programs, armed forces training, etc.):

PART IV REFERENCES

For each reference listed provide the full name, home address, how long you have known the person and their home and work telephone numbers.

1. _____

2. _____

3. _____

4. _____

NOTE: List any additional references on the back of this page.

PART V PRIOR EMPLOYMENT HISTORY (LIST MOST RECENT TO OLDEST)

List below all present and past employment information and/or substantive volunteer work. Provide detailed information for the items requested below.

Dates of employment: _____

Employed by: _____

Address: _____

Phone: _____

Salary: _____

Reason for leaving: _____

Dates of employment: _____

Employed by: _____

Address: _____

_____ Phone: _____

Salary: _____

Reason for leaving: _____

Dates of employment: _____

Employed by: _____

Address: _____

_____ Phone: _____

Salary: _____

Reason for leaving: _____

Dates of employment: _____

Employed by: _____

Address: _____

_____ Phone: _____

Salary: _____

Reason for leaving: _____

******IMPORTANT******
VERIFICATION

I hereby affirm that the information provided on this application (and accompanying documents, if any) is true and complete to the best of my knowledge. I understand that giving false information and/or significant omissions may result in my disqualification for consideration for employment and/or my application from further consideration for my employment and may be justification for termination if either is discovered subsequent to my employment.

WAIVER

I waive any and all right of privilege, privacy, and/or confidentiality I may have in the information provided by me, by references and/or others whom I have indicated may be contacted.

RELEASE

I hereby release any and all individuals, companies and organizations to provide requested data and/or information to the Campbell County Detention Center, it's agents and employees, so that the Detention Center may verify the contents of this application on my suitability for employment.

Applicant's signature

Date